

OFFICE OF THE AUDITOR GENERAL JOB DESCRIPTION FORM

Our operations and professional relationships are built on the foundation of independence exercised with integrity and objectivity. In achieving our purpose of serving the public interest, we will act in a way that values:

Integrity – We conduct our business in an independent, professional and ethical manner. We apply an open, honest and fair approach to our stakeholders.

Quality – We provide credible work that makes a difference. We take pride in our work and strive to deliver above expectations, using continuous improvement opportunities to improve our efficiency and effectiveness.

Respect – We value the contribution of our people, clients and the community, and encourage a collaborative approach to our work.

Our Office is committed to the highest standards of corporate governance - managing our resources, managing our people and managing our relationships as befits a leader in public sector audit.

Position Title Principal Adviser		
Effective Date October 2019	Position Number AUD01116	Level Level 8
Program Stakeholder management	Business Unit Auditor General	Salaries Agreement/Award PSCSA Agreement
Reports to Auditor General	Other positions reporting to the Auditor General may include Deputy Auditor General, Assistant Auditors General: Business Services, Technical and Audit Quality	

The Office of the Auditor General – Serving the Public Interest by an Informed Parliament

The Auditor General business unit provides executive and administrative support to all executive positions within the Office of the Auditor General. The business unit works across all inter-office boundaries to provide seamless continuity of service and information management to ensure that the business units of the Office continue to deliver their operational responsibilities. These include:

Financial Audit

Providing Parliament with opinions on the integrity of public sector financial statements and performance indicators.

Performance Audit

Providing Parliament with information and analyses of public sector program and operational performance, recommending opportunities for improvement when appropriate.

Information Systems and Performance Audit

Performance audits provide Parliament with information and analyses of public sector program and operational performance, recommending opportunities for improvement when appropriate.

Controls, compliance and accountability audits provide Parliament with information about entity compliance with legislation, policies and accepted good practice.

Technical and Audit Quality

Providing the Auditor General with confidence that the operational arms of the Office are complying with OAG standards; and developing strategies for enhancement of audit methodology.

Business Services

Providing the Auditor General with the services and strategies necessary to ensure effective communication with Parliament, the community and stakeholders in public sector audit; ensuring the human, financial and other resources of the Office are used efficiently and effectively and that management has the information to effectively run the Office.

ROLE OF THIS POSITION

- ensuring effective relationships and networks with key stakeholders including client entity, government and Ministerial office representatives and Parliamentary Committees
- providing authoritative, high level advice to the Auditor General, Executive and management
- maintaining effective and collaborative working relationships with senior executive and internal stakeholders
- supporting inter-jurisdictional relationships, networks and the Auditor General's role within ACAG.

ESSENTIAL QUALIFICATION/S

- A relevant tertiary qualification and/or relevant experience

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RESPONSIBILITIES OF THIS POSITION

External and internal stakeholder management

- leads the delivery of strategic, high level stakeholder engagement, including senior representatives of client entities, government and Ministerial offices and Parliamentary Committees
- oversees and implements key external stakeholder communication strategies
- identifies and proposes risk mitigation in strategic stakeholder relationships and communications
- manages and monitors briefing materials and speeches
- establishes, builds and maintains effective and collaborative working relationships with senior executive and internal stakeholders
- develops and disseminates policies, procedures and protocols relating to Ministerial and Parliamentary communications.

Advice and stakeholder engagement

- provides authoritative, high level support and advice to the Auditor General, Executive and management
- develops and maintains strategic relationships that support Parliamentary engagement and briefing processes, including Parliamentary Committees
- develops and maintains inter-jurisdictional relationships and supports the Auditor General's role within ACAG
- supports strategic, corporate and operational planning in collaboration with the Auditor General and Executive Management Group
- develops and maintains strategic relationships that ensure efficient and effective Parliamentary reporting, and subsequent briefing processes
- participates in the challenge review process providing feedback from a Parliamentary perspective
- represents the Auditor General on committees, forums or working groups as required.

Management

- ensures high service and quality standards of responses to Ministerial and Parliamentary interactions and communications
- manages research projects (as directed by the AG and Deputy AG) , reviews or analyses to identify emerging threats and opportunities for prioritising audit activity and public sector accountability
- tracks emerging trends across the sector for potential strategic or operational impact, risk assessment, monitoring and mitigation as necessary
- leads the AG's business unit team to ensure efficient and effective services are provided to internal and external stakeholders and the strategic direction of the Office is achieved
- coordinates audit topic selection process in consultation with business units.

Other duties as required or directed.

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ESSENTIAL CAPABILITIES.

These reflect the specialist technical and leadership capabilities of the position.

ESSENTIAL - Technical

- Experience providing senior executive support and advice; and high level stakeholder relationship building, networking and influencing.
- Experience managing research, review or analysis based advice.
- Substantial understanding of the public sector, government processes and systems and Parliament including policy and legislative processes.

ESSENTIAL - Leadership

Shaping and managing strategy

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows sound judgement, intelligence and common sense

Achieving results

- Builds organisational skill and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results

Building productive relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

Exemplifying personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

Communicating and influencing effectively and respectfully

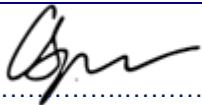
- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

Head Office is in Perth CBD.

Work locations may include intrastate and interstate locations. Travel allowances paid for intrastate and interstate travel.

CERTIFICATION

The details in this document are an accurate statement of the responsibilities and requirements of this position.

Signature:  <b style="text-align: center;">Auditor General	Date:13 March 2020.....
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